

HOW TO REGISTER A MARRIAGE OR DOMESTIC PARTNERSHIP

IDB RETIREE SELF-SERVICES




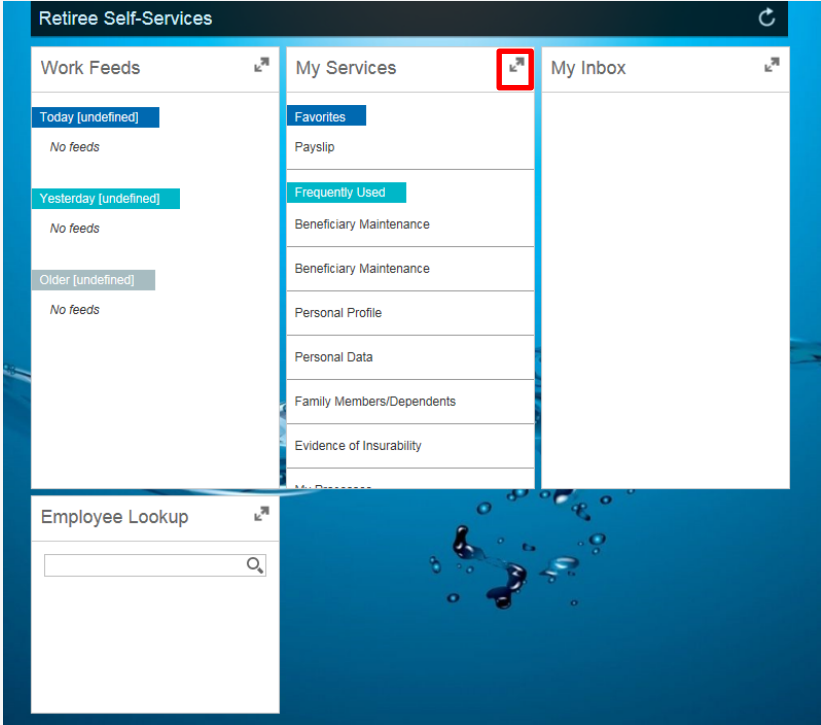

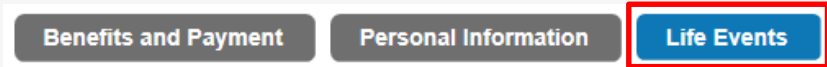
Objective

- ✓ Register the marriage/domestic partnership of the retiree through the Retiree Self-Services.

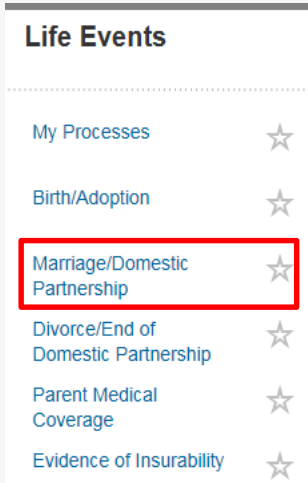
Note

- ✓ *Perform this activity just if you have decided to include this beneficiary on the health insurance coverage.*



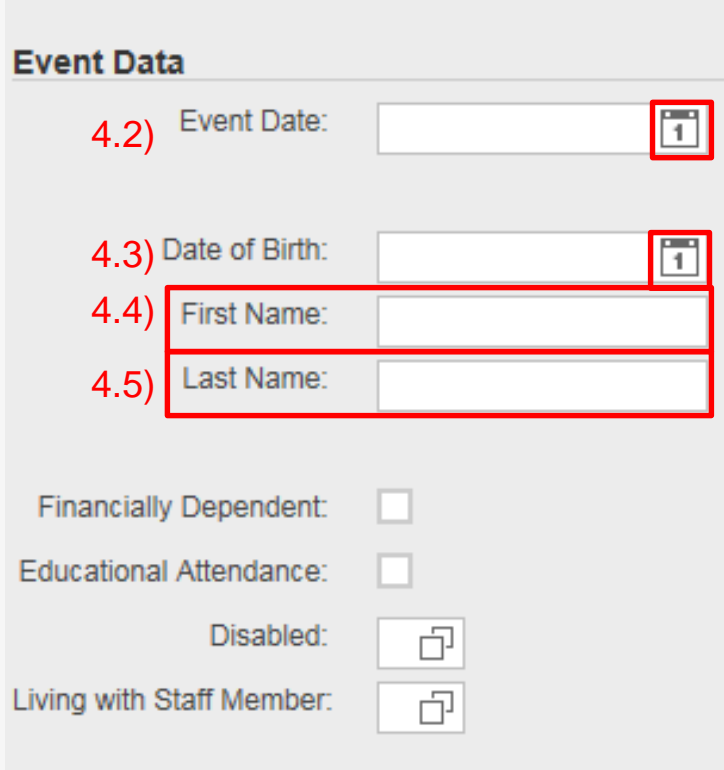
REGISTER A MARRIAGE/DOMESTIC PARTNERSHIP

Instruction	View
1) Go to “My Services” and click 	
2) Click 	



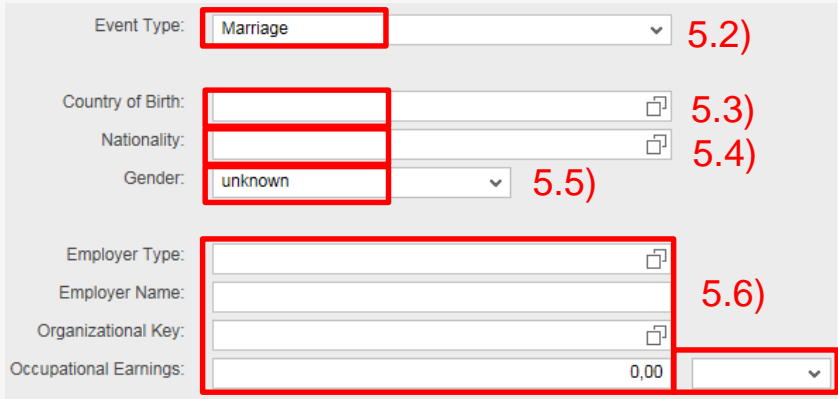
REGISTER A MARRIAGE/DOMESTIC PARTNERSHIP

Instruction	View
<p>3) Go to “Life Events” and click “Marriage/Domestic Partnership”.</p> <p><i>(You can also click on the star ★ to add “Marriage/Domestic Partnership” to your Favorites, which can be found on the first page of your Retiree Self-Service right below “My Services”).</i></p>	 <p>The screenshot shows a list titled "Life Events" with a horizontal dotted line above it. The list contains the following items, each with a star icon to its right: "My Processes", "Birth/Adoption", "Marriage/Domestic Partnership" (highlighted with a red rectangle), "Divorce/End of Domestic Partnership", "Parent Medical Coverage", and "Evidence of Insurability".</p>



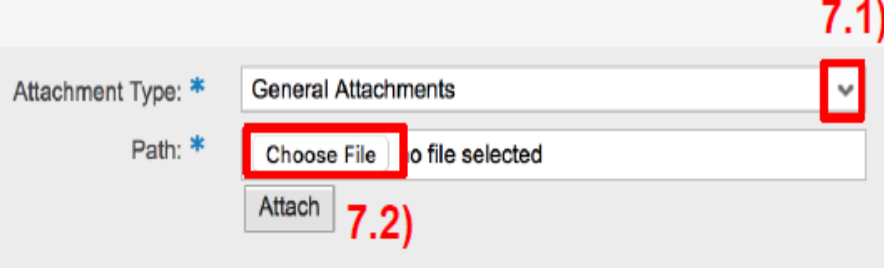
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Instruction	View
<p>4.1) Go to “Event Data”.</p> <p>4.2) Click on the calendar  on the field “Event Date” and select the date that you wish for the medical insurance coverage to enter into effect. This date can be equal to the marriage or desired future date.</p> <p>4.3) Click on the calendar  on the field “Date of Birth” and select the date of birth of your spouse/partner.</p> <p>4.4) Click “First Name” and type the first name of your spouse/partner.</p> <p>4.5) Click “Last Name” and type the last name of your spouse/partner.</p> <p><i>It is <u>not</u> mandatory to specify the status “Financially Dependent”, “Educational Attendance”, “Disabled” or “Living with Staff Member”. The information will not affect their benefits.</i></p>	 <p>The screenshot shows the 'Event Data' form. It includes fields for 'Event Date', 'Date of Birth', 'First Name', and 'Last Name'. Below these are checkboxes for 'Financially Dependent', 'Educational Attendance', 'Disabled', and 'Living with Staff Member'. Red boxes in the original image highlight the calendar icons for 'Event Date' and 'Date of Birth', and the input fields for 'First Name' and 'Last Name'.</p>

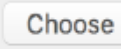
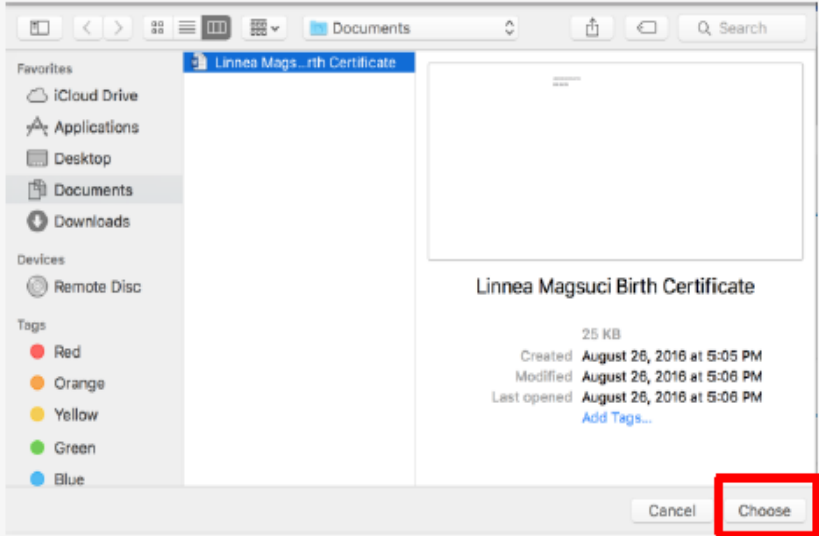

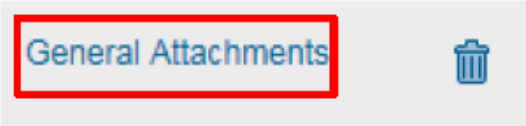
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Instruction	View
<p>5.1) Go to “Event Data”.</p> <p>5.2) Display the menu found on “Event Type” and select either “Marriage” or “Domestic Partnership”.</p> <p>5.3) Click  on the field “Country of Birth” and select the country of birth of your spouse/partner.</p> <p>5.4) Click  on the field “Nationality” and select the nationality of your spouse/partner.</p> <p>5.5) Display the menu of “Gender” and select the gender of your spouse/partner.</p> <p>5.6) If it applies, enter the employer information of your spouse/partner in the fields “Employer Type”, “Employer Name”, “Organizational Key” and “Occupational Earnings”.</p>	 <p>The screenshot shows a form with the following fields and annotations:</p> <ul style="list-style-type: none"> Event Type: A dropdown menu with "Marriage" selected. A red box highlights the dropdown, and a red "5.2)" is to its right. Country of Birth: A text input field with a copy icon to its right. A red box highlights the input field, and a red "5.3)" is to its right. Nationality: A text input field with a copy icon to its right. A red box highlights the input field, and a red "5.4)" is to its right. Gender: A dropdown menu with "unknown" selected. A red box highlights the dropdown, and a red "5.5)" is to its right. Employer Type: A text input field with a copy icon to its right. A red box highlights the input field, and a red "5.6)" is to its right. Employer Name: A text input field. Organizational Key: A text input field with a copy icon to its right. Occupational Earnings: A text input field with "0,00" entered and a dropdown arrow to its right. A red box highlights the input field.






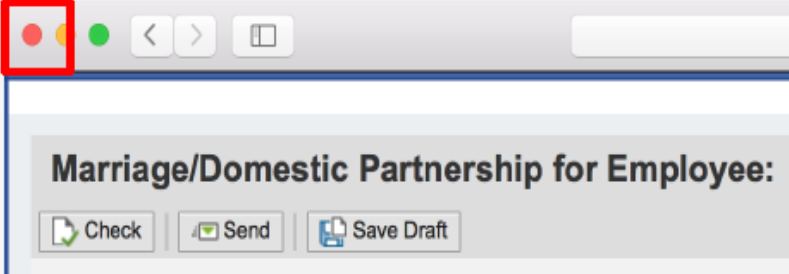
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Instruction	View
<p>6) Go to Attachments and click on the arrow on the left side to display the Attachments menu.</p>	
<p>7.1) Go to “Attachment Type” and click  to select the type of supporting documents you wish to upload.</p> <p>7.2) Click on “Choose File” to select the document you wish to attach.</p> <p><i>You are able to select any of the following documents (JPEG, PDF, Word, PowerPoint...).</i></p>	

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Instruction	View
<p>8) Once you select the document, click </p>	
<p>9) You are able to view the uploaded file, by clicking "General Attachments".</p> <p>If you want to eliminate the attachment, click </p>	

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Instruction	View
<p>10.1) Once you have completed the fields and uploaded the document, click  Check (this button allows us to verify if the required data has been completed before sending).</p> <p>10.2) Click  Send to send the changes to be approved.</p> <p>The button  Save Draft saves all your changes but does not send them to be approved.</p>	
<p>11) To return to the main menu, close the window by clicking  .</p>	

- **Recommended browsers:**

Internet Explorer 11.0 and Google Chrome
for PC Windows

Safari for Mac/Apple

More user guides and video tutorials at:

<https://www.iadb.org/en/retirees/how-to-use-the-retirees-self-services%2C20484.html>